



INFORMATION TECHNOLOGY PROJECT COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional level administrative and technical work in coordinating the planning, design, and implementation of Information Technology projects throughout the City.

Supervision Received and Exercised:

Receives direction from the Assistant Information Technology Director, Information Technology Director, or other higher-level management staff.

Exercises long-term project supervision over professional and technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop IT information integration project proposals, including the business justification and risk assessment for projects; participate in defining the goals and objectives for IT information integration projects; determine the appropriate use of professional/technical staff and resources to conduct IT projects; facilitate IT project communication; identify and resolve project obstacles.
- Consult with department managers relative to operational and information integration needs; coordinate IT project activities with department representatives to facilitate project requirements definition, plan, design, and implementation.
- Develop and manage through completion the scope, expense, schedule, and allocated resources for complex IT projects.
- Write, prepare and analyze written bid invitations and requests for proposals to professional consultants, contractors and vendors; evaluate bids and proposals for IT and systems integration services; negotiate and administer resultant contracts.
- Develop and implement IT project goals and objectives.

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Information Technology Project Coordinator (continued)

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years experience in the implementation of IT development/systems integration projects, including three years experience in implementing such projects from the requirements definition stage through completion and as a project manager.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, engineering science, management science, business administration or a related field.

Licenses/Certifications:

Certification as a Project Management Professional from the Project Management Institute is desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2111

Salary Range: 47

FLSA: Exempt